

Wyoming Prevention Framework Community Grant Report

Attachment B

This report is for this time period

May 1 - September 30, 2007

Today's Date

County

Contract Organization Name

Your Name

Your Mailing Address

City, State, Zip

Your Work Phone Number

Fax

Your Work Email Address

May 1 thru
September 30,
2007

10/15/2007

Hot Springs

Hot Springs County Counseling Services, Inc.

Leo Hammond & Jane Norskog

121 South 4th St.

Thermopolis, Wy 82443

307-864-3138

307-864-3139

leoh@rtconnect.net / janen@rt.connect.net

Please email this report as an **attachment** to...

Substance Abuse & Mental Health Services Division,
Wyo Dept. of Health

lisa.laake@health.wyo.gov

For information call 1-800-535-4006

or 307-777-6494

Please keep both a hard-copy and file copy for your records

Item	Contract Deliverables	Date due	Percent Completed (or notes on amount completed)	Date Completed	Comments or Notes
A Staff, Board of Directors, Volunteers, Work Assignments, and Technical Assistance					
1	SPF Staff Hired (report name, percent of time, email address, phone number)	1-Feb-07		15-Apr-07	Leo Hammond- 25%- leoh@rtconnect.net- 864-3138 Jane Norskog- 75%- janen@rtconnect.net- 864-3138
2	Supervise SPF staff/staff evaluation (note dates and any notes)				Regular supervision occurs during weekly staff meeting, 3 hours per week.
3	Name, title, and phone number of the staff's supervisor				Allen Braaten M.A., LPC- Executive Director- 864-3138
4	Criminal history record compliance (briefly note yes or no if any action was taken this quarter--do not report names)			All requirements completed.	
5	Staff training and paid travel				
	(list all training paid under the contract, dates, traveler name, amount)				Substance Abuse Prevention Specialist Training in Sheridan WY, June 4th-6th. Jane Norskog Prevention Framework/WFLI Training in Lander WY, June 26th- 28th. Jane Norskog Regional Staff Training (CMHS) in Thermopolis, June 29th Leo Hammond, Jane Norskog Wyoming Summer Institute Training in Cheyenne, July 9th-13th. Jane Norskog Wyoming Prevention Training in Cheyenne September 10th-11th. Jane Norskog
6	Notify the Division of any board of directors/staffing changes				None
7	Other Contract Work Agreements (report details)			3/23/2007	Contract with WYSAC
8	Complete agreement with SPF-TAC			9/21/2007	WyPTAC
9	Other				

B Needs Assessment Activities					
1	Needs Assessment Training/Winter 07 Meeting	Feb or March 2007		3-5-7-07	Casper
2	Needs Assessment Instrument Received	Feb or March 2007			
3	Data Collection			15-April-07 31-May-07	Data collection took most of the month of April and May.
4	Data Analysis			10-May-07	Kay England from WySAC came to Thermopolis for a meeting with Leo Hammond and Jane Norskog. Kay gave us a understanding what the Need Assessment needed to have and why.
5	Priorities Identified			6-Jun-07	CAC monthly meeting addressed the 4 top priorities identified Community Norm, Social Availability, Individual Factors and Law Enforcement.
6	Needs Assessment Sent to SAD	1-Jun-07		15-Jun-07	Needs Assessment due date was post-poned
7	Receive SAD Comments @ Needs Assessment	15-Jun-07			
	Revise Needs Assess/Submit Final			6/15/2007	
8	Other				

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C Community Infrastructure Activities					
1	Community Advisory Council Activities briefly list CAC activities				Hot Springs County CAC meets the first Wednesday of each month and has had numerous other smaller group meetings.
2	Community Advisory Council Meetings List dates & number of people who attended See below for membership report				

3	Budget and Funding Approved by CAC (<i>attach minutes</i>)				HSC CAC reviewed Grant Application Which included the SPF-SIG Budget on December 6th, 2006. Minutes were not taken at that meeting. A copy of the meeting announcement via email and agenda are attached.
4	Community Resource Assessment note date and attach report				
5	Present Findings/Process to Community				
6	(Optional) local SAPST and/or CADCA Training for SAC/Community				Both SAPST & CADCA information have been presented at various times to the HSC CAC and to individuals.
7	Briefly describe how the community was involved in the SPF process during this reporting period				HSC CAC has been consistently participating in this project via monthly and in August we had to have weekly extra meetings, to address the Prevention Strategic Workbook it took hours and hours of personal and professional time gathering data, meeting in small groups, and community meetings to finish in the time frame.
8	Other CAC/Infrastructure				

D Strategic Planning Activity

	Attend Strategic Planning Training	June 26th-28th			Prevention Framework/WFLI Training in Lander WY
	Receive Strategic Planning Materials from SAD	June 26th-28th		September 13th	Received Strategic Plan with the training for the CLI. The CLI took a lot of time to do and process, which took away from the Strategic Workbook. Hot Springs County was one of the few who turned in the CLI and still got the workbook done too.
	Research Evidence Based Strategies			July-August	
	Match Strategies to Data/Needs			August-Sept.	The coalition did a great job helping to obtain data material and match to the strategic plan for Hot Springs County.
	Write Strategic Plan	September 14th		July-Sept.	Our Coalition met and discussed the workbook with extra meetings and emails. They gave valuable in-put into what they want to accomplish and what is obtainable.
	Submit Strategic Plan to SAD	September 14th		September 13th	The due date was extended for two weeks to help us have a better finished plan.
	Receive SAD Comments/Revise/Final Plan		On going		
	Other				

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E	Implementation (only with SAD approval)				

F Deliverables and Assurances Reports

	For February 1 - April 30				
1	May 15: Submit this report to SAD	15-May-07		5/15/2007	
2	May 15: Submit Expenditure Report to SAD	15-May-07		5/11/2007	
	For February 1 - June 30				
3	July 31: Submit CLI to SAMHSA	17-Aug-07		10-Aug-07	CLI report had a lot of problems. There postponed dates when it was to open. If we would not have started before the first of July and had our part of the work filled in on paper we would have had as many problems the other counties. Then no spell check. Finishing the program was terrible. The state and TA could not help they did not understand how to close the program. Speaking directly with the people back east I caught on and explained to people in a conference call on August 13th.
	For May 1 - June 30				
4	July 31: Submit Expenditure Report to SAD	31-Jul-07		7/31/2007	
	For May 1 - September 30				
5	October 15: Submit this report o SAD	15-Oct-07			
	For July 1 - September 30				
6	October 15: Submit Expenditure Report to SAD	15-Oct-07			
7	Complete evaluation agreement with WySAC	30-Mar-07		12-Mar-07	
8	Provide any other evaluation information				
9	Submit any requested data				
10	Obtain Chapter 16 Prevention Certification			6/22/2007	
11	On-Site evaluations or reviews				
12	Post 2 newspaper ads/articles about the SPF grant (attach copy)			March June September 26th	Recovery Month Ad, Recovery article in HSC High School Newspaper, Radio, Public Service announcements. Article on Prevention of Underage Drinking and the Coalition work on the assessment and work book.

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G	Other Information				

1	Briefly describe any actions taken by the LEAD AGENCY (fiscal agency) board of directors or high level staff around the SPF SIG grant				
2	Restricted activities (report any approval requested and received for these)				
	fairs/brochures/educational materials				
	media				
3	Please note any significant changes from the budget submitted in the application.				
4	What was the one greatest accomplishment this reporting period? How was this accomplishment shared with the community?				Completing the Prevention Framework Strategic Workbook. Completing the CLI report and getting it sent off The CAC Members discussed and shared via personal conversations and will share with news paper articles, radio, service clubs, and other groups and coalition that our members belong.
5	What was the one greatest barrier this reporting period? What was done to address this barrier?				Timing! CAC meetings are scheduled once a month. We were asked to do the CLI and the Workbook at the same time. We held meetings every week in August to just get a feel of what the workbook wanted to know. Our Coalition felt it was important to meet even with their busy schedules and it being summer. The Strategic Workbook was done well. However, we addressed this barrier by lots of hard work!
6	Please briefly list any significant changes or information related to this grant				
7	Please provide input and recommendations about technical assistance provided by SAD and SAD contractors				The Technical Services from WYPTAC has been great! They bring a personal touch to address all our questions and concerns. The CLI needed a lot of clarification, but with their help we were one of the few who got ours done! The Strategic Workbook was a challenge too but Mike and Rich were great to help! The training in Chevenne September 10-11 was done well.

[illegible]